

Professional and Managerial Group  
Cultural Group  
Library Series

SOUTHWEST LIBRARIAN

04/90

## CHARACTERISTICS OF THE CLASS:

Under general supervision, supervises the Southwest Section of the Main Library; performs related duties as required.

## EXAMPLES OF DUTIES:

Directs the activities of the Southwest Section, by formulating goals, budget proposals, plans and procedures for its operation, by scheduling of personnel, and by accepting responsibility for the overall operating effectiveness of the Section; selects book and non-book materials for purchase, and maintains responsibility for the total scope and quality of the collection of Southwest materials; answers reference questions and performs readers' advisory service in the Southwest Section and at the Main Library General Reference Desk.

Develops indexes and procedures for accessing non-book materials, and utilizes proper methods of preservation of photographs, architectural plans, manuscripts, and other non-book collections; oversees indexing of local newspapers; solicits gifts of local history materials from families, businesses, and organizations of the locale and region; publicizes the Southwest Collection and the Library by preparing exhibits, presenting special programs, writing press releases, and representing the Library in community organizations with an interest in El Paso History.

Seeks information from users and potential users of Southwest materials about their library needs and interests, and prepares library-published reading lists; prepares grant applications for projects which are designed to increase the public's interest in local and regional history; maintains work records and prepares reports; participates in library committee work; trains, supervises and evaluates the work of staff assigned to the Southwest Section; enforces established rules and regulations, standards of conduct, and work attendance.

## MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an ALA accredited college or university with a Master's Degree in Library Science and two years of postgraduate professional public library experience with a history collection or local history collection; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the principles, techniques and methods of operation of a public library; considerable knowledge of history collections and preservation of historical materials; good knowledge of automated catalog and database systems; some knowledge of supervisory techniques, standards of conduct and work attendance.

Ability to establish and maintain effective working relationships with fellow employees and the general public; ability to express oneself clearly and concisely, both orally and in writing; ability to supervise, train and evaluate assigned personnel; ability to maintain records and prepare reports.

Skill in meeting and dealing tactfully and effectively with the public.

Special Requirements: Bilingual (English/Spanish) ability desirable.

Physical Requirements: Mobility within an office and library environment.

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Director of Personnel

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Department Head